

PROPERTY EXAMINER SUPERVISOR

POSITION SUMMARY: This is a professional position that is primarily responsible for efficient and orderly operations within the City Assessor's Office including planning, organizing, and supervising the daily activities of the office. This position is responsible for complex technical work as well as professional work in areas such as personnel management, training, database management, real property valuation, and personal property valuation. Work involves the use of reasoned judgment and specialized knowledge in the areas of mass appraisal and single property appraisal.

SUPERVISION RECEIVED: Work is performed under the supervision of the City Assessor.

SUPERVISION EXERCISED: Supervision is exercised over subordinate department personnel.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Work cooperatively with the City Assessor to develop and implement business processes which ensure the City Assessor's Office operates in a manner consistent with Michigan property tax laws; Michigan State Tax Commission directives, guidelines, standards, and recommendations; applicable standards of the Uniform Standards of Professional Appraisal Practice; and the City Charter.
2. Set and review standards for real and personal property valuation activities. Initiate, recommend, and improve departmental practices and procedures.
3. Plan, organize, schedule, direct, and coordinate the daily activities of the Assessor's Office and certified and advanced property examiners. Review work performed by certified and advanced property examiners to determine completeness and accuracy.
4. Oversee the preparation, completion, publication, and implementation of annual economic condition factor studies, annual land value studies, the annual assessment roll report and other reports as required.
5. Analyze and develop short- and long-range plans, in conjunction with the city assessor, to meet needs in all areas of responsibility. Assist in the development of departmental organization, goals, programs, policies, and procedures.
6. Monitor real estate markets and adjust or create economic condition factor neighborhood boundaries and land tables accordingly.
7. Provide timely training, coaching, and performance evaluations of subordinate employees with the goal of improving operational productivity and quality. Assist in selecting department personnel.
8. Identify employee development and training needs. Ensure that training is obtained in a timely manner and department staff has required certifications. Promote teamwork and facilitate a positive work environment that encourages creative thinking and sharing of information and ideas.
9. Research and investigate inquiries and/or complaints made by residents, property owners,

businesses, or other personnel, and refer to proper departments as required. Identify process improvement opportunities and collaborate with staff to implement improvements.

10. Compile and analyze data, identify trends or patterns, conduct research, prepare and maintain charts, tables, and reports; make presentations as directed.
11. Research, recommend, and implement new software programs and upgrades to existing programs and technologies; train staff. Complete cost/benefit analyses as appropriate.
12. Oversee the production and printing of all mass mailings including annual assessment notices, personal property notification letters, and Board of Review decision letters. This work requires coordinating and working collaboratively with outside vendors.
13. Stay abreast of Michigan State Tax Commission bulletins, Michigan State Tax Commission guidelines, and changes in property tax statutes.
14. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A bachelor's degree in accounting, business administration, public administration, or a related field and a minimum of five years responsible work experience in a municipal assessing department or county equalization department. An equivalent combination of education, training, and experience may substitute for the degree requirement.
- B. Possess and maintain a Michigan Master Assessing Officer (MMAO) Certification issued by the Michigan State Tax Commission.
- C. Thorough knowledge of the General Property Tax Act 206 of 1893 as amended.
- D. Thorough knowledge of building construction practices, land and building valuation, regulations and professional standards related to assessment and appraisal of property. Considerable skill in obtaining facts essential to determining the value of property.
- E. Ability to read and understand building construction plans, specifications, photographs, and blueprints.
- F. Knowledge of supervisory techniques and employee policies and procedures.
- G. Has established effective and cooperative working relationships and uses tact, good judgment, and resourcefulness when working with elected officials, boards and commissions, superiors, associates, subordinates, vendors, volunteers, other organizations, and the public.
- H. Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- I. Possesses excellent organizational skills and an ability to problem solve. Skill in organizing schedules and coordinating associated resources.

- J. Ability to gather and analyze data for the purpose of preparing accurate and timely reports, memoranda, letters, and responses to requests for information. Ability to communicate and present information effectively; both in verbal and written form to varied audiences.
- K. Demonstrates proficiency in the use of computers, electronic field devices, Microsoft Office programs, assessing software, digital sketching software, and aerial photography software. Extensive knowledge of computer assisted mass appraisal software, and the ability to learn other computer programs and technologies as required.
- L. Maintains a professional leadership image. Ability to routinely demonstrate a commitment to the mission, vision, and values of the department and the City.
- M. Ability to critically assess situations, solve problems, and work effectively under stress, within deadlines, and with changing work priorities.
- N. Possession of a valid Michigan motor vehicle operator's license.
- O. Ability to travel to various locations both in and out of state to receive additional training as necessary.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee is required to use hands to finger, handle, or feel; and reach with hands and arms. The employee may need to lift and move items of moderate weight. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works both in the field and in a business office setting. The noise level in the work environment ranges from noisy in the field to quiet in the office. While working in the field, circumstances may occur that are very strenuous and may involve working in unsanitary environments. The employee may be exposed to uncontrollable and/or hostile environments and circumstances, which may include businesses, personal residences, construction sites and in the public office. The employee may work in environments that include traversing uneven terrain at construction sites, working at various heights and in all types of weather conditions. The employee is required to drive in inclement weather.